



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON
810 SCHREIDER STREET
FORT DETRICK, MD 21702-5000

REPLY TO
ATTENTION OF:

MCHD-SPO

9 September 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fall Clean up Unit Sponsorship Program, 1 November
Through 5 Nov 2004.

1. References. None

2. Purpose. This MOI provides guidance and assigns responsibilities for the planning and execution of the Fort Detrick installation wide fall clean up.

3. General. Fort Detrick will conduct installation fall clean up on 1 November through 5 November 2004. The clean up of the installation is the priority mission for all units assigned or attached to Fort Detrick during this period. This establishes a period where military and civilian personnel concentrate efforts on the appearance of all assigned and adjacent work areas. All unit/billet and housing areas will be policed and maintained as directed. This includes cleaning of parking lots, fence lines and family-housing areas. Unit representatives will meet CSM Jeffers for a walk through on their areas of responsibility on the following dates and times: 25 October 0900 - 1100 hours USAMRIID, 1300 - 1500 hours 21st Sig, 1500 - 1700 hours USAG/MRMC/USAMIMC. On 26 October 1300 - 1500 hours 1st SATCON, 1500 - 1700 hours USASF. Unit representatives will meet the Garrison CSM at building 810, room 127 at assigned times.

a. Participants. All Fort Detrick Military and Civilian Tenant Organizations and Family Housing Occupants.

b. Agenda. Clean up dates and time will be:

(1) 1,2 November 2004 Unit area 0800 - 1630

(2) 3 November 2004 Family housing area and Unaccompanied Enlisted Personnel Housing (UEPH) 1230 - 1630.

(3) 4 November 2004 walk through inspection with CSM Jeffers and unit's representatives USAMRIID 0900 - 1000 hours, 21st Sig 1100 - 1200 hours, USAG/MRMC/USAMIMC 1300 - 1400 hours. On 26 October 1st SATCON 1400 - 1500 hours, USASF 1500 - 1600 hours. Unit representatives will meet the Garrison CSM at building 810, room 127 at assigned times.

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(4) 5 November 2004 Final inspection and deficiency
correction. 0800 - 1700.

4. Responsibilities: The following units are tasked to provide
graders and all materials for the following tasks.

a. Security, Plans, and Operations (SPO)

(1) Provide overall staff supervision.

(2) Ensure coordination between participating units
and agencies.

(3) Provide NCOIC.

(4) Staff and publish MOI.

(5) Coordinate with Fire Department to provide a
roving vehicle to provide Emergency Medical Services during the
clean up.

(6) Conduct In Progress Reviews (IPRs) as required.

b. HQ Company, United States Army Garrison (USAG)

(1) The unit POC will brief the Garrison CSM on the
units plan to complete the fall clean up. This plan will
include detailed descriptions to include the appearance and
maintenance of their assigned area NLT 28 October 2004.
Conduct maintenance and police call in the area of
responsibility. Section **TBD**. See attached Fort Detrick Map.

(2) Provide a point of contact for civilian personnel
who wish to participate within the assigned area. Designate the
date, time, and where you want civilians to assist.

(3) Identify and request special equipment needed,
i.e. rakes, shovels, gloves, and trash bags from Directorate of
Installation Services (DIS) NLT COB 11 October 2004.

(4) HQ Company USAG will provide one soldier to
assist (DIS) in removing refuge such as, large tree limbs,
brush, and non-household trash as required.

(5) Provide appropriate representatives at all IPRs.

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c. United States Army Medical Research Institute of
Infectious Diseases (USAMRIID)

(1) The unit POC will brief the Garrison CSM on the units plan to complete the fall clean up. This plan will include detailed descriptions to include the appearance and maintenance of the assigned area NLT 28 October 2004.

(2) Conduct maintenance and police call in the area of responsibility. Section **TBD**. See attached Fort Detrick Map.

(3) Provide one point of contact for civilian personnel who wish to participate within your assigned area for the Clean Up. Designate the date, time, and where you want civilians to assist.

(4) Identify and request special equipment needed, i.e. rakes, shovels, gloves, and trash bags from DIS NLT COB 11 October 2004.

(5) Provide appropriate representatives at all IPRs.

(6) USAMRIID will provide one soldier to assist (DIS) in removing refuge such as, large tree limbs, brush, and non-household trash as required.

d. 6th Medical Logistic Management Center (6th MLMC)

(1) The unit POC will brief the Garrison CSM on the units plan to complete the fall clean up. This plan will include detailed descriptions to include the appearance and maintenance of the assigned area NLT 28 October 2004.

(2) Conduct maintenance and police call in the area of responsibility. Section **TBD**. See attached Fort Detrick Map.

(3) Provide one point of contact for civilian personnel who wish to participate within your assigned area. Designate the date, time, and where you want civilians to assist.

(4) Identify and request special equipment needed, i.e. rakes, shovels, gloves, and trash bags from DIS NLT COB 11 October 2004.

(5) Provide appropriate representatives at all IPRs.

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(6) 6 MLMC will provide one soldier to assist (DIS) in removing refuse such as, large tree limbs, brush, and non-household trash as required.

e. United States Army Security Force (USASF)

(1) The unit POC will brief the Garrison CSM on the units plan to complete the fall clean up. This plan will include detailed descriptions to include the appearance and maintenance of the assigned area NLT 28 October 2004.

(2) Conduct maintenance and police call in the area of responsibility. Section **TBD**. See attached Fort Detrick Map.

(3) Provide one point of contact for civilian personnel who wish to participate within your assigned area. Designate the date, time, and where you want civilians to assist.

(4) Identify and request special equipment needed, i.e. rakes, shovels, gloves, and trash bags from DIS NLT COB 11 October 2004.

(5) Provide appropriate representatives at all IPRs.

(6) USASF will provide one soldier to assist (DIS) in removing refuse such as, large tree limbs, brush, and non-household trash as required.

f. A. Company, 1st Satellite Control Battalion (SATCON)

(1) The unit POC will brief the Garrison CSM on the units plan to complete fall clean up. This plan will include detailed descriptions to include the appearance and maintenance of the assigned area NLT 28 October 2004.

(2) Conduct maintenance and general area police in the area of responsibility. Section **TBD**. See attached Fort Detrick Map.

(3) Provide one point of contact for civilian personnel who wish to participate within your assigned area. Designate the date, time, and where you want civilians to assist.

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(4) Identify and request special equipment needed,
i.e. rakes, shovels, gloves, and trash bags from DIS NLT COB 11
October 2004.

(5) Provide appropriate representatives at all IPRs.

g. 21st Signal Brigade (to include Navy personnel)

(1) The unit POC will brief the Garrison CSM on the
units plan to complete fall clean up. This plan will include
detailed descriptions to include the appearance and maintenance
of the assigned area NLT 28 October 2004.

(2) Conduct maintenance and police call in the area
of responsibility. Section **TBD**, Nallin Pond. See attached Fort
Detrick Map.

(3) Provide one point of contact for civilian
personnel who wish to participate within your assigned area.
Designate the date, time, and where place you want civilians to
assist.

(4) Identify and request special equipment needed,
i.e. rakes, shovels, gloves, and trash bags from DIS NLT COB 11
October 2004.

(5) Provide appropriate representatives at all IPRs.

(6) 21st SIG BDE will provide one soldier to assist
(DIS) in removing refuge such as, large tree limbs, brush, and
non-household trash as required.

h. United States Army Medical Material Development Agency
(USAMMDA)

(1) The unit POC will brief the Garrison CSM on their
plan to complete fall clean up. This plan will include detailed
descriptions to include the appearance and maintenance of the
assigned area NLT 28 October 2004.

(2) Conduct maintenance and police call in the area
of responsibility. Section **TBD (Building 622)**, see attached Fort
Detrick Map.

(3) Provide one point of contact for civilian
personnel who wish to participate within your assigned area.

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Designate the date, time, and where you want civilians to
assist.

(4) Identify and request special equipment needed,
i.e. rakes, shovels, gloves, and trash bags from DIS NLT COB 11
October 2004.

(5) Provide appropriate representatives at all IPRs.

i. United States Army Medical Material Agency (USAMMA)

(1) The unit POC will brief the Garrison CSM on their
plan to complete fall clean up. This plan will include detailed
descriptions to include the appearance and maintenance of the
assigned area NLT 28 October 2004.

(2) Conduct maintenance and general area police in
the area of responsibility. Section **TBD**, (Building 1423) see
attached Fort Detrick Map.

(3) Provide one point of contact for civilian
personnel who wish to participate within your assigned area.
Designate the date, time, and where you want civilians to
assist.

(4) Identify and request special equipment needed,
i.e. rakes, shovels, gloves, and trash bags from DIS NLT COB 11
October 2004.

(5) Provide appropriate representatives at all IPRs.

j. Company B, 4th LAR Battalion, USMC

(1) The unit POC will brief the Garrison CSM on their
plan to complete fall clean up. This plan will include detailed
descriptions to include the appearance and maintenance of the
assigned area NLT 28 October 2004.

(2) Conduct maintenance and general area police in
the area of responsibility.

(3) Provide one point of contact for civilian
personnel who wish to participate within your assigned area.
Designate the date, time, and where you want civilians to
assist.

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(4) Identify and request special equipment needed, i.e. rakes, shovels, gloves, and trash bags from DIS NLT COB 11 October 2004.

(5) Provide appropriate representatives at all IPRs.

k. Directorate of Installation Services (DIS)

(1) Ensure grounds maintenance is conducted during the clean up period.

(2) Request the Street Sweeper is to be utilized the week of Clean Up.

(3) Coordinate with the Dining Facility to provide a 5-gallon water can filled with water and cups on each roving vehicle.

(4) Contract for mowing and trimming of grass and hedges in all areas of responsibilities as required.

(5) Provide three roving trucks with drivers to pick up bag and bundle trash as appropriate from the main road curbside, which will serve as a trash collection points.

(6) Provide gloves, rakes, and trash bags to units as requested. Provide appropriate representatives at all IPRs.

l. Family Housing Occupants.

(1) ALL area coordinators will brief the Garrison CSM on their plan to complete fall clean up. This plan will include detailed descriptions to include the appearance and maintenance of the assigned area NLT 28 October 2004.

(2) Bag or bundle trash as appropriate and transport to nearest curbside, which will serve as a trash collection point.

(3) Remove dead limbs, plants, trees, shrubs, etc.

(4) Place large items (old furniture items, large tree limbs, brush, etc.) on the curb in front of the quarters for pick up by the unit sponsor/DIS. Vehicles to support this

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initiative will be roving around the installation and are
available upon request.

(5) Identify and request special equipment needed,
i.e. rakes, shovels, gloves, and trash bags from DIS NLT COB 11
October 2004.

m. Public Affairs Office (PAO)

(1) Publish fall clean up dates and plans in the
Standard, on the Fort Detrick web site, and place announcement
on the electronic marquee.

(2) Prepare a follow-up article on clean up
activities.

(3) Assist in the coordination of civilian
participation.

(4) Provide appropriate representatives at all IPRs.

n. Directorate of Community Services (DCS)

(1) Plan and Coordinate picnic events at the large
pavilion, Nallin Pond following clean up. Picnic hours will be
approximately 1530-1730 hours.

(2) Provide appropriate representatives at all IPRs

o. Coordinating Instructions.

(1). IPRs will be held on 30 September, 14 October
and 28 October 2004. All IPRs will be held at 0930 hours in
Building 810, Installation Operations Center, Conference Room,
TBD.

(2). Uniform: will be the IPFU, BDU's or civilian
clothes as directed by unit commanders. Appropriate clean up
attire will be worn for civilian personnel.

(3). All units/directorates/business
centers/activities will thoroughly police their areas prior to
COB 5 November 2004.

(4). Personnel living in family housing and UEPH will
be released on 03 November 2004 to their area coordinators at
1230 hours for area maintenance.

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(5) Units accomplished their assigned task early that the suspense date can contact CSM Jeffers at ex.3436 for a final inspection.

(6). Main post clean up will be completed on 5 November 2004. Units are tasked for specific areas throughout the post. Specific guidance and tasks to be accomplished on the post are outlined in Paragraph 4, Responsibilities.

(6) Housing area inspections will take place by COB on 5 November 2004. Inspectors will be the Installation CSM, Garrison CSM, and the housing office representative. Inspection results will be available from the Garrison CSM or housing office by COB of the following workday.

(7). Inspections of assigned area will take place on 5 November 2004.

(8). All deficiencies noted during inspections will be corrected prior to COB 5 November 2004. Re-inspection will be conducted as required. Preparation for clean up week should begin earlier with the acquisition of needed supplies and equipment and coordination with civilian volunteers.

(9). Additional information needed by the tasked unit/organization to execute this mission may be obtained from the points of contact, MSG Vanatta at 301-619-2299 or SSG Sanchez 310-619-4761.

(10). Adjustments or changes will be coordinated between the requester and the Garrison CSM.

FOR THE COMMANDER

//original signed//
GEORGE THOMPSON
MAJ, MS
Deputy Chief of Staff for
Security, Plans, Operations,
and Force Protection.

DISTRIBUTION
USAG, CSM
21st SIG BDE, OPS

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USAMRIID, 1SG

6th MLMC, OPS

USAG, 1SG

USASF, 1SG

USASF, OPS

A Co 1st SATCON

USAG/MRMC/USAMIMC, Detachment Sergeant

NAVY MED LOG

AFMLO